



**NOTICE OF COMMISSION MEETING AND AGENDA**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**  
**DART MULTIMODAL ROOM, 620 CHERRY STREET**  
**AUGUST 7, 2018 – 12:00 PM**

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF AUGUST 7, 2018 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
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14. CLOSED SESSION	
15. NEXT MEETING: Regular DART Meeting - <b>Tuesday, September 4, 2018 – 12:00 P.M.</b>	
16. ADJOURN	

*Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.*



## CONSENT ITEM



<b>7A:</b>	<b>TRAC Structure, Bylaws and Member Term Extension Proposal</b>
<b>Action:</b>	<b>Approve the proposed new structure for TRAC, updated bylaws to reflect the new structure and term extension for current members to assist in the transition.</b>

**Staff Resource:** *Catlin Curry, Mobility Coordinator*

### **Background:**

The Transit Rider Advisory Committee (TRAC) was created in 2009 to increase rider input and is consistent with DART's goal to encourage public input in order to provide the best service to all of its customers.

Currently, TRAC is designed to be a 13-member group that has membership from the seven commission districts that were part of DART's previous governance structure, as well as representatives from Rideshare, Paratransit and at-large members. At this time, there are eight active members who attend regularly to share rider feedback.

In light of the Commission restructuring that took place in fall 2017, and in order to have a more effective rider advisory committee, staff is recommending an update to the structure of the Transit Riders Advisory Committee (TRAC) as discussed at the June Commission meeting. At the July TRAC meeting, the committee updated and approved the update of the bylaws to reflect this new structure.

### **TRAC Restructuring Proposal:**

DART staff recommends approving the updated TRAC bylaws and member term extensions as identified below.

### ***TRAC Bylaws and Member Term Extension:***

The updated TRAC bylaws (see attached) include the following changes to the committee structure as discussed in the June Commission meeting.

- **Composition:** TRAC shall be composed of eleven (11) members. These 11 members will include riders from Express Routes (2), Local Routes (3), Paratransit (2), Rideshare (1) and at-large membership to include three (3) members representing key constituencies such as refugees, senior citizens, students, low-income individuals or millennials.
- **Member Selection Process:** After the application deadline has passed, a team of DART staff, headed by the TRAC liaison, will review applications and determine candidates to recommend to the Board of Commissioners. Once recommendations have been determined, they will be brought to the Executive Committee of the Board and then the next Commission meeting to present for final approval.
- **TRAC Member Requirements:** (1) Be able to attend 2/3 of the scheduled TRAC meetings and notify DART staff if unable to attend. Attendance by conference call, webinar or other such technology is permitted. (2) Be willing to participate in projects or events outside of regularly scheduled TRAC meetings as needed or as requested.



**CONSENT ITEM**

**7A: TRAC Structure, Bylaws and Member Term Extension Proposal**

- Quorum: Must have 60% of appointed members present in a meeting before any motions can be voted on.

DART would like to create a short-term extension of term limits for TRAC members expiring in 2018 to assist in the transition to new members, as we will be seeking 7 new members. We are also proposing extending terms for any member whose term expiration is not December 31 as stated by the existing bylaws. This extension would include the following:

Last name	First name	Former District	New Discipline	Current Term Expiration	Proposed Term Expiration
Hutchens	Mark	Rideshare	Rideshare	12/31/2018	3/31/2019
Henriksen	Randy	District 4	Local Route	12/31/2018	3/31/2019
Meadors	Michele	Paratransit	Paratransit	12/31/2018	3/31/2019
Volcheck	Teresa	District 2	Express Route	8/31/2019	12/31/2019
Root	Allen	District 5	Local Route	4/30/2020	12/31/2020
Anderson	Hayley	At Large	Express Route	4/30/2020	12/31/2020

***Proposed Timeline for Implementation:***

- September-October 2018: Open application period to recruit new members
- November 2018: Review applications, narrow down recommendations and present those to the Executive Committee
- December 2018: Present TRAC appointees to Board of Commissioners
- December 2018: Orientation of new members
- January 2019: First TRAC meeting with new members

**Recommendation:**

Approve the proposed new structure for TRAC, updated bylaws to reflect the new structure and term extension for current members to assist in the transition.



# TRANSIT RIDERS ADVISORY COMMITTEE BY-LAWS



Date Approved: December 2, 2009

Date Amended: August 7, 2018

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## ARTICLE I -NAME

The name of the advisory group shall be the Des Moines Area Regional Transit Authority (DART) Transit Riders Advisory Committee, and may be referred to as "TRAC."

## ARTICLE II -MISSION

### MISSION STATEMENT:

The Mission of TRAC is to increase rider input so decisions made by DART and the DART Commission are more informed and better represent the will and need of riders. This mission is consistent with DART's goal to encourage public input in order to provide the best service to all of its customers.

### GOALS:

- Develop rider awareness of TRAC and of the opportunities that TRAC provides for riders to make their voices heard.
- Ensure the decision-making process clearly reflects riders' needs and concerns.
- Aim for a high level of rider satisfaction with DART.

### RESPONSIBILITIES:

TRAC shall serve in an advisory capacity to the DART Commission and may work with staff to:

- Study, analyze, investigate and make recommendations to the DART Commission and staff on transit issues, projects and policies that impact riders;
- Become familiar with the DART system, policies and fare structure;
- Become familiar with the budget process and the levy allocation method;
- Establish annual goals for TRAC;
- Review, analyze and prepare recommendations on issues that relate to transit in the Greater Des Moines communities;
- Develop methods to regularly and actively seek community input;
- Develop recommendations which take into consideration the needs of people throughout the DART service area and which consider the financial impacts of different solutions on both customers and DART.

### COMMUNICATION WITH BOARD AND STAFF:

TRAC shall submit written recommendations on transit related projects, policies and issues as requested by the Commission as well as provide updates on TRAC discussions at the corresponding DART Commission Meeting.

## Transit Riders Advisory Committee By-Laws

Date Amended: August 7, 2018



The DART Commission will give careful and due consideration to TRAC's recommendations before making any final action; TRAC recommendations shall be considered only advisory in nature.

TRAC does not have authority to act or obligate the DART Commission, its officials, or DART Staff.

A DART staff member shall be designated by the Chief Executive Officer as the "TRAC liaison." The liaison will be the primary staff contact for TRAC members and be responsible for coordination between TRAC and the Commission.

### **ARTICLE III -MEMBERSHIP PRIVILEGES**

#### **COMPOSITION:**

TRAC shall be composed of eleven (11) members. These 11 members will include riders from Express Routes (2), Local Routes (3), Paratransit (2), Rideshare (1) and at-large membership to include three (3) members representing key constituencies such as refugees, senior citizens, students, low-income individuals or millennials.

All 11 members must reflect a broad representation of people from different geographic locations of DART's service area and not any particular advocacy group. Membership shall reflect a broad array of age, gender, race, culture and disabilities so as to best reflect the concerns of riders. DART employees, family members and elected officials are not eligible for membership on TRAC.

#### **SELECTION PROCESS FOR MEMBERS:**

Applications will be solicited on an annual basis, corresponding to the expiration of terms of service. If all members are re-elected for the second term, the solicitation process will be postponed until there is a vacancy to fill. All applications are valid for one year.

After the application deadline has passed, a team of DART staff, headed by the TRAC liaison, will review applications and determine candidates to recommend to the Board of Commissioners. Once recommendations have been determined, they will be brought to the Executive Committee of the Board and then the next Commission meeting to present for final approval.

#### **TRAC MEMBER REQUIREMENTS:**

In order to be considered for TRAC, and to remain an active TRAC member, riders must:

- Be regular users of DART provided services, including local and express routes, vanpools, and paratransit services. Frequent use of the system is encouraged to keep a strong connection to fellow riders and the system.
- Be able to attend 2/3 of the scheduled TRAC meetings, and notify DART staff if unable to attend. Attendance by conference call, webinar or other such technology is permitted.
- Be willing to participate in projects or events outside of regularly scheduled TRAC meetings as needed or as requested.



**TERM OF OFFICE:**

1. The term for each member shall be two (2) years or until replaced by the appointment of a new member by the Commission.
2. Terms shall follow the calendar year and commence in January after action by the Commission, and shall expire on December 31.
3. Members are eligible to serve two (2) terms, or four (4) years in total, if re-elected by the Commission.

**ARTICLE IV -PROCEDURES**

**ELECTED LEADERSHIP:**

The Chair and Vice-Chair shall be nominated by another TRAC member or may be self-nominated. Nominations shall occur at the second to last meeting of the calendar year prior to an expiring term. A paper ballot will be prepared containing all eligible nominees, and a vote will be conducted at the last meeting of the calendar year. The Chair must win the vote by a fifty percent (50%) majority. The Vice – Chair may be a separate vote or may be the next highest vote receiver in the election for Chair.

The term of service for both Chair and Vice Chair is a maximum of two years.

**MEETING PROCEDURE:**

- |                         |   |
|-------------------------|---|
| <b>Call to Order</b>    | Means EVERYONE is QUIET then the meeting can begin.   |
| <b>Quorum</b>           | Must have 60% of appointed members present in a meeting before any motions can be voted on. The Vice-Chair will conduct roll call.  |
| <b>Minutes</b>          | The committee will be asked to announce any errors or omissions. Following this, the minutes will be adopted.   |
| <b>Agenda</b>           | Additions to the agenda should be emailed to the TRAC liaison no later than the day before the meeting (Tuesday) as to allow enough time to have a current agenda available for the meeting on Wednesday.   |
| <b>Action items</b>     | After presentation and discussion of each item, the committee will take action to approve, deny, or table to a later date.  |
| <b>Discussion Items</b> | Each item will be presented by the Chair, staff, or external speakers and will be followed by discussion by the group.  |
| <b>Public Comment</b>   | Each person present to speak should keep their comments to a minimum, and should not exceed five (5) minutes. Topics discussed should be relevant to agenda items, or may be recommended for future agenda topics. The public is restricted to speak only during the designated time period as noted on the agenda. |
| <b>Future Items</b>     | TRAC members may recommend topics to discuss at future meetings.  |
| <b>Other</b>            | The next TRAC meeting date/time/location is confirmed with every member present, in addition to the next DART Commission meeting.   |



**Motion to Adjourn** This motion will officially close the meeting.

**MEETING RULES:**

**Attendance** Attendance is required unless there is an acceptable and reasonable cause for missing meetings. The contact for missing a meeting is the TRAC Liaison, as they will deal with missed attendance. Members shall make a concerted effort to be present for 2/3 of meetings per year. Failure to communicate absences, or meet the attendance requirements could result in removal from TRAC.

**Obtaining the Floor** Every member present at meetings shall have the opportunity to have their say. When a member would like to speak, they must raise their hand until the Chair recognizes them. In order to make sure everyone gets a chance to speak, the speaker will raise their hand in order to be recognized. Once they have been recognized, each person with their hand raised will get a chance to speak BEFORE going back to a speaker for the second time.

**Motions** Motions are made when an issue relevant to TRAC requires TRAC approval. Every motion requires a mover and most require a seconder before it can be discussed. Some motions are non-debatable (for example: adjournments, recesses, tabling). Motions should be relevant to the meeting or organization concerned; they should be affirmative or positive with regard to doing something; they should not be argumentative but capable of a conclusion; and they should not be offensive or contain improper language.

**Table** To table a motion means to put it on hold until it is brought back from the table. Both a motion to table and a motion to bring back from the table require a seconder and a simple majority.

**Call to Questions** When any member feels like the discussion has gone far enough, he/she may call to question. At this point TRAC votes on whether to end the discussion (must have 2/3 majority). If the discussion ends, the motion is reread and a vote on the motion is taken.

**Voting** Voting will be done by a verbal "Yea" or "Nay" or by a show of hands, unless it is motioned that a vote be done by secret ballot. If a member chooses to abstain from voting, that member will be asked if he/she wants to be noted. This means that he/she will appear in the minutes that he/she has abstained.

**Discussion procedures**

- 1) No one may speak longer than five (5) minutes without permission of the committee.
- 2) No member shall interrupt another member; criticism is aimed at an idea, not a person.
- 3) When discussion becomes repetitive, call to question is initiated or the chair can call an end of discussion and voting will take place.



## CONSENT ITEM



<b>7B:</b>	<b>FY2020 Iowa Clear Air Attainment Program (ICAAP)</b>
<b>Action:</b>	<b>Authorize submission of a grant to the Iowa Department of Transportation (Iowa DOT) and the Des Moines Area Metropolitan Planning Organization (DMAMPO) for Route #50.</b>

**Staff Resource:** *Debra Meyer, Financial Analyst*

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### Background:

- DART staff recommends submitting a grant application for the FY2020 State of Iowa Clean Air Attainment Program to support the initiative described below:

#### *Euclid/Douglas Avenue Crosstown Route*

- DART was awarded a grant for FY2019 to implement service along the Euclid/Douglas Avenue corridor. Staff is proposing to submit the same project for second year funding. The new Route #50 adds five new directional miles to the transit network and connects with seven other routes for expanded travel options. The service was recommended in the approved DART Forward 2035 plan.
  - The estimated total costs are \$565,104 with DART asking for \$314,995 in grant funding, which is 80% of the net operating costs.
- The deadline for submitting applications to the Iowa DOT is October 1, 2018; pre-applications were due to the DMAMPO on July 24, 2018.

### Recommendation:

- Approve the submission of a grant to the Iowa Department of Transportation (Iowa DOT) and the Des Moines Area Metropolitan Planning Organization (DMAMPO) for Route #50.



DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
AUTHORIZING RESOLUTION  
ICAAP PROJECTS

Upon MOTION MADE by \_\_\_\_\_ and SECONDED by  
\_\_\_\_\_ the following resolution was duly adopted.

Resolution authorizing the submission of an application to the Iowa Department of Transportation for the Iowa Clean Air Attainment Program (ICAAP).

WHEREAS, said program allows for funding to be provided to public entities for eligible transportation projects or programs that will contribute to meeting attainment of National Ambient Air Quality Standards; and

WHEREAS, DART staff has evaluated the projects and has deemed that the transit service improvements being proposed will reduce emissions and/or congestion in the region.

NOW, THEREFORE, BE IT RESOLVED BY THE DART COMMISSION:

1. The DART Commission supports and approves applications for Iowa's Clean Air Attainment Program funding for: Euclid/Douglas Crosstown - Year Two.
2. The DART Commission hereby commits matching funds as required by Iowa's Clean Air Attainment Program and directs staff to include the appropriate amount of local match in the FY2020 budget.
3. The DART Commission hereby commits to accepting and maintaining these improvements.
4. The DART CEO/General Manager or appointed designee is authorized to execute and file the applications on behalf of DART.

DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
CERTIFICATE

The undersigned duly qualified and acting Secretary/Treasurer of the Des Moines Regional Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the DART Commission held on August 7, 2018.

\_\_\_\_\_  
ATTEST: Sara Kurovski, Secretary/Treasurer

\_\_\_\_\_  
Tom Gayman, Chair

\_\_\_\_\_  
August 7, 2018  
Date



## CONSENT ITEM



7C: Quarterly Investment Review

*Staff Resource: Amber Dakan, Finance Manager*

- 
- DART completed its fourth quarter of Fiscal Year 2018 (April 1, 2018 – June 30, 2018) with \$5,697,408 in our investment portfolio.
  - The current quarterly statement recognized \$29,345 in accrued income and asset appreciation.
  - Portfolio assets are invested in CDs maturing in the next year and a higher yield money market account. Rates vary but the combined yield was 1.92%; up from 1.58% in the prior quarter.
  - Attached is DART's Quarterly Investment Report for reference.



# MILES *Capital*

Investment Review

Des Moines Area Regional Transit Authority

Period: April 1, 2018 – June 30, 2018

1415 28<sup>th</sup> St., Suite 200 | West Des Moines, IA 50266 | 800.343.7084

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# Des Moines Area Regional Transit Authority

As of: June 30, 2018

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## Economic & Market Commentary:

Markets were still generally volatile during the second quarter as issues like trade challenges took center stage. However, economic numbers were strong. Corporate earnings and revenue were reported well ahead of the 2010-2017 average, which was about 6 percent. Labor markets are strong with approximately 3.8 percent unemployment, and we are starting to see the potential foundation for wage growth. Housing remains solid, consumer confidence is strong, but the savings rate is relatively low at 3 percent. It remains a tale of two markets with strong economic growth, but modest returns and volatility in the financial markets. There are a variety of risks to watch, including trade concerns, unexpected inflation driving Federal Reserve rate increases, and possible recessionary indicators.

## Strategy & Market Drivers:

Fixed income market returns were heavily influenced by the Federal Reserve raising rates another ¼ percent in June, as expected by the markets. The two year Treasury rose by 26 basis points to 2.53 percent and the ten year Treasury rose 12 basis points to 2.86 percent. The Treasury curve “flattened” with the two-to-ten year curve difference dropping to 33 basis points. Historically, a yield curve inversion (when short term rates are higher than long term rates) can be indicative of economic challenges. However, the current flattening is not unexpected in a rising rate environment, and it is important to consider the absolute lower level of rates themselves. The Federal Reserve appears to be positioned to raise rates one to two more times this year.

## Outlook:

Positive U.S. fundamentals continue to be strong, as evidenced by solid GDP growth, which is projected to be 3.8 percent for the second quarter. As the tax overhaul continues to gain traction, capital expenditures, stock repurchases, dividends, and M&A are all positively impacting markets. Earnings projections are very solid, with 20 percent growth expected in the second quarter and double-digit growth through 2018. Beyond trade risks, areas of concern include inflation, diminishing global growth, and yield curve flattening.

# Des Moines Area Regional Transit Authority

As of: June 30, 2018

## Portfolio Appraisal

Cusip/Ticker	Quantity	Security Name	Rating	Coupon	Maturity	Purchase Cost		Market Value		% of Assets	Estimated Annual Income	Yield
						Average Cost	Total Cost	Price	Value			
<b>Short Term Liquidity</b>												
<b>Cash/Cash Equivalents</b>												
GOIXX	1,483	FEDERATED GOVT OBLI FD-IS	NR	1.613		1.00	1,483	1.00	1,483	0.0	24	1.83
SA0004000	1,679,290	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	NR	2.089		100.00	1,679,290	100.00	1,679,290	29.5	35,084	2.09
6AMCD1105	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	NR	1.960	8/9/2018	100.00	1,000,000	100.00	1,000,000	17.6	19,600	1.95
6AMCD2103	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	NR	2.050	11/8/2018	100.00	1,000,000	100.00	1,000,000	17.6	20,500	2.03
CD1005785	1,012,800	BANKERS TRUST CD	NR	1.280	11/9/2018	100.00	1,012,800	100.00	1,012,800	17.8	12,964	1.28
<b>TOTAL Cash/Cash Equivalents</b>							<b>4,693,573</b>		<b>4,693,573</b>	<b>82.6</b>	<b>88,171</b>	<b>1.87</b>
<b>Fixed Income</b>												
912828ST8	1,000,000	US TREASURY N/B	AAA	1.250	4/30/2019	98.98	989,805	99.12	991,211	17.4	12,500	2.32
<b>TOTAL Fixed Income</b>							<b>989,805</b>		<b>991,211</b>	<b>17.4</b>	<b>12,500</b>	<b>2.32</b>
<b>TOTAL PORTFOLIO</b>							<b>5,683,378</b>		<b>5,684,784</b>			<b>1.92</b>
<b>TOTAL ACCRUED INCOME</b>										<b>12,625</b>		
<b>TOTAL PORTFOLIO + ACCRUED INCOME</b>										<b>5,697,408</b>		

Estimated Annual Yield (EAY) as shown is calculated using Yield to Maturity on Market Price (YTM) for fixed income securities and Current Yield for equity securities. Cost basis information should not be relied upon for tax purposes." DART Commission Agenda Packet - August 7, 2018

# Des Moines Area Regional Transit Authority

As of: June 30, 2018

## Portfolio Performance

TOTAL RETURN (%)	QTD	YTD	1-year	3-year	5-year	Since Inception*
<small>(periods greater than 12 months annualized)</small>						
Client Portfolio (Gross)	0.46	0.83	1.47	—	—	1.07
Client Portfolio (Net)	0.43	0.78	1.39	—	—	1.01

\*Since Inception date: April 1, 2016

Des Moines Area Regional Transit Authority:

Periods greater than one year are annualized. Past performance is not indicative of future performance. All performance figures include dividends and income, but do not include management fees.

# Des Moines Area Regional Transit Authority

As of: June 30, 2018

## Account Activity Summary

Portfolio Value on 4/1/2018	\$3,674,839
Deposits/Withdrawals	\$2,000,441
Management Fees	(\$776)
Income	\$27,939
Appreciation	\$1,406
Change In Accrued Income	(\$6,440)
Portfolio Value on 6/30/2018	\$5,697,408

## Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
<b>Short Term Liquidity</b>							
<b>Purchase</b>							
04/01/2018	04/02/2018	2,624	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$2,623.78	
04/01/2018	04/02/2018	1	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$0.85	
04/11/2018	04/11/2018	248,111	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$248,111.49	
04/12/2018	04/12/2018	759,041	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$759,040.58	
04/17/2018	04/17/2018	957,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$957,000.00	
04/30/2018	05/01/2018	1,000,000	US TREASURY N/B	912828ST8	\$98.98	\$989,838.66	
05/01/2018	05/01/2018	3,346	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$3,346.40	
05/01/2018	05/01/2018	255	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$254.50	
05/03/2018	05/03/2018	2,000,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$2,000,000.00	
05/09/2018	05/09/2018	12,800	BANKERS TRUST CD	CD1005785	\$100.00	\$12,800.00	
05/10/2018	05/10/2018	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	6AMCD1105	\$100.00	\$1,000,000.00	
05/10/2018	05/10/2018	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	6AMCD2103	\$100.00	\$1,000,000.00	
06/01/2018	06/01/2018	2,960	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$2,960.36	
06/01/2018	06/01/2018	602	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$602.36	
			<b>TOTAL Purchases</b>			<b>\$6,976,578.98</b>	
<b>Sell</b>							
04/17/2018	04/17/2018	957,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$957,000.00	
04/25/2018	04/25/2018	91	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$91.40	
05/01/2018	05/01/2018	49,839	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$49,838.66	

# Des Moines Area Regional Transit Authority

As of: June 30, 2018

## Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
05/01/2018	05/01/2018	940,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$940,000.00	
05/10/2018	05/10/2018	2,000,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$2,000,000.00	
05/25/2018	05/25/2018	102	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$101.59	
06/25/2018	06/25/2018	142	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$142.03	
<b>TOTAL Sales</b>						<b>\$3,947,173.68</b>	
<b>Maturity</b>							
04/11/2018	04/11/2018	245,000	BANK IOWA CD	CD1005783	\$100.00	\$245,000.00	
04/12/2018	04/12/2018	756,801	STATE SAVINGS BANK CD	CD1005791	\$100.00	\$756,801.28	
<b>TOTAL Maturities</b>						<b>\$1,001,801.28</b>	

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# Des Moines Area Regional Transit Authority

As of: June 30, 2018

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Disclosures:

The information provided in these reports is confidential and intended for existing client use only. All information contained herein is believed to be correct, but accuracy cannot be guaranteed and should not be relied upon for legal or tax reporting purposes. These reports are not intended for clients to use as a replacement for custodial statements, which should be considered the official record. Miles Capital encourages clients to compare and verify the information in this report with the custodial statement.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. The information in this document derived from sources other than Miles Capital is believed to be accurate and is not independently verified nor guaranteed to be accurate or valid. If shown in this report, security and portfolio level analytics with respect to fixed income portfolios are derived opinions and market assumptions made by Miles Capital. Some of the assumptions with respect to fixed income portfolios and the underlying investments include, but are not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates of certain assets held in the portfolio. Future market experience may differ from these opinions and assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

No chart, graph or formula can by itself determine which securities an investor should buy or sell.

*Cost Basis* in this statement reflects estimated unrealized or realized gains or losses for informational purposes only. Cost basis information is not verified by Miles Capital and should not be relied upon for legal or tax purposes. This statement should not be used for tax preparation without assistance from a tax consultant. Miles Capital does not report capital gains or losses for securities to the IRS.

*Estimated Annual Income (EAI)*, when available, is used in this report to reflect the amount a client would earn on a security if its current position and related income remained consistent for a year. EAI reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate.

*Estimated Annual Yield (EAY)*, when available, is used in this report to reflect the current EAI divided by the current value of the security as of the statement closing date.

EAI and EAY are estimates and the actual income and yield may be lower or higher than the estimated amounts. The information used to derive these estimates is obtained from various outside vendors; Miles Capital is not responsible for estimated annual income and yields which are either missing or incorrect.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
620 CHERRY STREET – DES MOINES, IOWA 50309  
July 10, 2018**



**ROLL CALL**

Commissioners/Alternates Present and Voting:

Vern Willey, Gary Lorenz, Doug Elrod, Michael McCoy (12:08 p.m.), Frank Cownie (12:02 p.m.), Jeremy Hamp, Paula Dierenfeld, Sara Kurovski, Angela Connolly (12:06 p.m.), Bob Andeweg, Tom Hadden and Zac Bales-Henry

Commissioners Absent:

Tom Gayman, John Hathaway and Mike Backous

**CALL TO ORDER**

Paula Dierenfeld, Vice Chair, called the meeting to order at 12.01 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Paula Dierenfeld, Vice Chair requested a motion requested a motion to approve the agenda as presented.

It was moved by Sara Kurovski and seconded by Josh Mandelbaum to approve the July 10, 2018 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

**CONSENT ITEMS**

6A – Commission Meeting Minutes – June 5, 2018

It was moved by Tom Hadden and seconded by Sara Kurovski to approve of consent items as presented. The motion carried unanimously.

**PRESENTATION AND DISCUSSION ITEMS**

7A – Gray's Station Development

Elizabeth Presutti, CEO introduced Rita Connor and Erin Olson-Douglas from the City of Des Moines. They provided a presentation on the Gray's Station and other surrounding developments that are adjacent to DART's 1100 DART Way Operations and Maintenance facility.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JULY 10, 2018**



**7B – 1100 DART Way Stormwater Retention Pond Offer to Purchase**

Elizabeth Presutti, CEO shared the that The City of Des Moines has made a request to DART to sell the associated parcels to the 1100 DART Way stormwater retention pond in order to create a regional stormwater retention system. Updates on the appraisal and review appraisal were provided to the Commission and it was determined that there was a need to seek a third appraisal.

**7C – 1100 DART Way Facility Assessment**

Todd Garner with Substance Architecture gave an update on the current Maintenance and Operations Facility located at 1100 DART Way. In an effort to ensure we maintain the facility in a state of good repair, DART has undertaken a facility assessment to identify and estimate upcoming infrastructure requirements that will be required to ensure the operational capability of the facility. These findings and progress made since presenting at the May Commission meeting were presented.

Tim Sanderson, COO shared possible decision points for future consideration of relocating 1100 DART Way.

**ACTION ITEMS**

**8A – FTA Bus and Bus Facilities Grant Application**

Elizabeth Presutti, CEO shared that DART has an opportunity to apply for a grant under the Federal Transit Administration Buses and Bus Facilities Infrastructure Investment Program on June 25, 2018. Grant applications are due August 6, 2018.

It was moved by Frank Cownie and seconded by Paula Dierenfeld to approve for DART staff to submit a grant application for the construction of a new Bus Operations and Maintenance Facility. The motion carried unanimously.

**8B - Housekeeping Services Contract**

Mike Tiedens, Procurement Manager shared the procurement processes that have been taken for housekeeping and cleaning services at DART Central Station and 1100 DART Way. The RFP was published on February 7 and two (2) proposals were received, and both were deemed responsive: Marsden Bldg. Maintenance and Nationwide Office Care.

It was moved by Angela Connolly and seconded by Sara Kurovski to approve a two (2) year contract with Marsden Building Maintenance for Housekeeping Services for the amount Not to Exceed \$576,000.00. The motion carried unanimously.

**8C - Des Moines Public Schools Contract**

Tim Sanderson, COO provided history between DART and Des Moines Public Schools including the costs incurred to provide the bus service to Des Moines Public School students The proposed contract structure was provided in the packets.

It was moved by Angela Connolly and seconded by Jeremy Hamp to approve a five-year contract and the one-year 2018-2019 school year contract between DART and Des Moines Public Schools, value not to exceed \$ 776,208.42. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JULY 10, 2018**



8D - Paratransit Policies

Tim Sanderson, COO, shared the updated Paratransit policies needed to be updated or created based on recommendations from the Federal Transit Administration's (FTA) Triennial Review that was completed earlier this year. The Paratransit Policies that were established and/or updated to address FTA concerns are: Scheduling and Reservations Policy, Cancellation and No Show Policy, Visitor Policy as well as Service Area and Hours Policy. Also, a new Paratransit map was presented to the Commission that would expand the service area beyond the FTA requirement.

It was moved by Vern Willey and seconded by Tom Hadden to approve the Paratransit Service Policies and Bus Plus Service Map with putting the Paratransit Service Policies into effect immediately and making the new map effective in accordance with the August service change. The motion carried unanimously.

8E – May 2018 Financials

Amber Dakan, Finance Manager, provided a presentation on the May, 2018 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue is 10.59% under budget projections. Operations expenses are 5.33% below budget projections year to date.

Paratransit Operating revenue is 25.67% lower than budget expectations. Operating expenses are currently showing budget savings of 6.83%.

Rideshare revenues were 4% below budget. Operating expenses are below budgetary expectations by 3.29%.

It was moved by Angela Connolly and seconded by Bob Andeweg to approve the May, 2018 Financials. The motion carried unanimously. The motion carried unanimously.

**DISCUSSION ITEMS**

9A – Fare Collection System Upgrade Update

Luke Lester, IT Manager provided an update on the new fare collection system upgrade. Currently, there are 17 buses with the new fareboxes installed on them as part of mini-fleet. Assuming no major issues arise, all of the buses will be installed by the end of September 2018.

9C - Windsor Heights Bus Stop Improvements

Luis Montoya, Planning and Development Manager updated the Commission on the Windsor Heights bus stop improvements. DART was awarded an ICAPP grant and is collaborating with Walmart and the City of Windsor Heights to create a better customer experience at the Walmart bus stop. We will bring the construction contract forward to the Commission in August for approval.

9D - New Member Community Policy Investment Report was provided in the packets for review.

Patrick Burk, DART Legal Counsel, outlined the purpose of the New Member Policy, which was provided in the packets for review. It was determined further information needed to be included in the policy specifically to communities jumping in and out of DART membership. Legal will bring back an updated draft policy for Commission review and approvals at a future meeting.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JULY 10, 2018**



9E - Performance Report – May, 2018

Elizabeth Presutti, CEO gave a brief overview from May, 2018 which identified that Fixed Route is slightly down year to date by about 2% and overall ridership is down over 1%.

**MONTHLY REPORTS**

10A – Operations

Tim Sanderson, Chief Operating Officer gave a brief update on the recent flooding in Des Moines and the impacts to DART operations. He shared that Cesar Chavez, one of our Fixed Route drivers placed first State Roadeo, which was held at Okoboji in June.

10B – Engagement

Amanda Wanke, Chief Engagement Officer shared that due to the recent flooding, DART has partnered with Hy-Vee to provide shuttles from their Harding Hills location to the East Euclid location and reminded the Commission that our August service changes are coming and staff are finalizing schedules and the operators that will be needed. Commissioners were invited to the August 17 new Route 50 event. Invitations will be sent soon.

10C – Procurement

No Update

10D - Chief Executive Officer

Elizabeth Presutti, CEO shared that DART staff recently met with Medicaid regarding the issues with the transition of Medicaid to our Bus Plus Program. They will be working with the MCO's in the upcoming weeks to find solutions.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

None

Paula Dierenfeld, Vice Chair adjourned the meeting at 2.02 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**\*\*\*\*OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

**The next regular DART monthly Commission Meeting is scheduled for August 7, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.**



## DISCUSSION ITEM



8A: 1100 DART Way Update

*Staff Resource: Tim Sanderson, COO and Elizabeth Presutti, CEO*

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Updates will be provided on the following activities:

- 1) Appraisal for stormwater retention pond parcels.
- 2) Site selection for potential new operations and maintenance facility.
- 3) Current projects in CIP relating to improvements at 1100 DART Way.



## ACTION ITEM



<b>9A:</b>	<b>Disposition of Real Estate</b>
<b>Action:</b>	<ol style="list-style-type: none"> <li>1) Approve a Public Hearing Date for the Disposition of Real Estate</li> <li>2) Authorize the DART staff to negotiate with the City of Des Moines on the disposition of real estate related to the DART stormwater retention pond.</li> </ol>

**Staff Resource:** *Pat Burk, DART Legal Counsel and Elizabeth Presutti, Chief Executive Officer*

### Background:

- In Fall of 2017, the City of Des Moines approached DART inquiring about the availability of purchasing 3 parcels of DART property where the stormwater retention pond is currently situated.
  - The real estate is adjacent to 1100 DART Way and consists of approximately 8.4 acres of land
- DART's stormwater pond currently provides stormwater retention for not only 1100 DART Way but also for several of the developments to the north of the property.
- The City of Des Moines would like to purchase the parcels in order to create a regional stormwater retention system that not only relieves our property and the parcels to the north but also the Gray's Station development that is under construction.
- Staff presented the sale to the DART Executive Committee earlier this year and they requested staff to get an appraisal for the property.
- An appraisal was conducted for the parcels associated with the stormwater retention pond.
  - After the initial appraisal, the appraised value for the parcels was \$1,165,000.
  - A review appraisal was conducted which adjusted the value to \$346,000.
  - Staff is waiting for the completion of a final review appraisal and should have that information for the Commission meeting.
- The sale is contingent upon FTA's approval to dispose of the property.
- Sale price will be for no less than the appraised value.

### Timeline:

Per the 28E Agreement, the Regional Transit Authority must hold a public hearing on the sale of real property and allow any member community or the public to provide information to the Commission prior to its approval. A public hearing is scheduled for:

Tuesday, September 4, 2018  
 12:00 P.M.  
 DART Offices – 620 Cherry Street  
 Des Moines, Iowa 50309

The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider approval of the sale of the real estate.



**ACTION ITEM**

**9A: Proposed Public Hearing for the Disposition of Real Estate**

**Recommendation:**

- Approve a Public Hearing Date for the Disposition of Real Estate
- Authorize the DART staff to negotiate with the City of Des Moines on the disposition of real estate related to the DART stormwater retention pond.

**RESOLUTION SETTING HEARING AUTHORIZING SALE OF DETENTION BASIN AND  
AUTHORIZING ACTIONS IN FINALIZING  
PURCHASE FROM THE CITY OF DES MOINES**

**WHEREAS**, the Des Moines Area Regional Transit Authority ("DART") has been asked by the City of Des Moines to sell the detention basin that lies West of the existing DART Maintenance facility;

**WHEREAS**, in efforts to complete the sale of the detention basin, DART authorizes setting a Public Hearing on the sale of tax parcels number 020-01041-001-000, 020-01041-004-006, and 020-01041-004-008 and legally described below from DART to the City of Des Moines:

-EX W 100F- TT PT LYG N OF D M TRANSIT CO ROW LT 80 FACTORY ADD, AND ABND BNSF RR ROW BNG PRT PAR A BK 13646 PG 937 BEG NW COR PAR A BK 13201 PG 667 THN NW 50F TO PT CL LT 81 THN NELY ALNG CURV 62.92F NW 50F NWLY ALNG CURV 522.15F NE 103.2F SE 48.99F SELY ALNG CURV 664.92F TO POB LT 81 FACTORY ADDITION, AND ABND BNSF RR ROW BNG PRT PAR A BK 13646 PG 937 COM SLY COR PAR F BK 12787 PG 858 THN SELY 38.3F THN SW 44.53F THN SWLY 7.09F TO POB BNG A PT ON E LN LT 81 THN SWLY ALNG CURV 52.31F NW 609.01F NWLY ALNG CURV 103.25F NE 51.41F TO PT BNG CL LOT 81 THN SELY ALNG CURV 96.58F SE 624.42F TO POB LT 81 FACTORY ADDITION;

**WHEREAS**, the DART Commission desires to negotiate with the City of Des Moines for the sale of the real estate described above; and

**WHEREAS**, the property has been appraised by an independent appraisal firm and said appraisal has been reviewed by two independent review appraisal firms; and

**WHEREAS**, the sales price of the property will be determined by the Appraisal and review appraisals.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of the Des Moines Area Regional Area Transit Authority:

1. The Fair Market Value shall be as determined through the initial appraisal and two review appraisals.
2. DART Staff are authorized to continue negotiations with the City of Des Moines to sell the real estate described above.
3. If the City of Des Moines agrees to purchase the property from DART in an amount as established as the fair market value, DART is authorized to carry out these transactions pursuant to the terms of a negotiated Purchase Agreement.

Moved by \_\_\_\_\_ to adopt and

Seconded by \_\_\_\_\_.

RESOLUTION SETTING HEARING AUTHORIZING SALE OF DETENTION BASIN AND  
AUTHORIZING ACTIONS IN FINALIZING PURCHASE FROM THE CITY OF DES MOINES

COMMISSION ACTION	YEARS	NAYS	PASS	ABSENT
Alleman: Hathaway				
Altoona: Willey II				
Ankeny: Lorenz				
Bondurant: Elrod				
Clive: McCoy				
Des Moines: Cownie				
Granger: Backous				
Grimes: Hamp				
Johnston: Dierenfeld				
Pleasant Hill: Kurovski				
Polk County: Connolly				
Urbandale: Gayman				
West Des Moines: Gaer				
Windsor Heights: Bales-Henry				

CERTIFICATE

I, Vicky Barr, Clerk of said Des Moines Area Regional Transit Authority hereby certify that at a meeting of the Commission of DART held on the \_\_\_\_ day of \_\_\_\_\_, 2018, among other proceedings, the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year above written.

\_\_\_\_\_  
Vicky Barr, Clerk



## ACTION ITEM



<b>9B:</b>	<b>Windsor Heights Transit Bus Stop Improvements Easement Agreement and Construction Contract</b>
<b>Action:</b>	<ol style="list-style-type: none"> <li>1) Approve an easement agreement to allow DART to construct transit boarding islands at the Windsor Heights Wal-Mart.</li> <li>2) Approve a contract with TK Concrete, Inc. for the Windsor Heights Transit Boarding Islands Construction Contract for the amount Not to Exceed \$286,000.</li> </ol>

**Staff Resource:** *Mike Tiedens, Procurement Manager and Luis Montoya, Planning and Development Manager*

### Background:

- DART's current bus stops at the Windsor Heights Wal-Mart serve over 100 customers a day.
- Current bus stops have no customer amenities and very poor access.
- DART was awarded \$250,000 in Iowa Clear Air Attainment Program (ICAAP) funding in 2015 to enhance the bus boarding areas.
- DART is seeking a qualified contractor to provide installation of a new bus stop, associated transit boarding islands, bus shelters and other amenities at the Windsor Heights Park and Ride location.
- The design for the project does mitigate a drainage issue that is an existing condition for the site. Wal-Mart has agreed to pay DART the estimated cost to fix the condition as part of construction.
- The construction work for this project includes, but is not limited to:
  - Selective site demolition and excavation
  - Concrete and asphalt paving
  - Planting/landscaping
  - Associated utilities
- The latest draft easement agreement is included in the Commission packet. Conversations with the property owners and lessee continue so that all parties can come to a final agreement. Commissioners will be provided an updated easement if any changes are made prior to the meeting.

### Procurement:

- DART conducted an Invitation for Bid for the project. The IFB was published on July 9, 2018 and bids were opened on July 20, 2018 at 2:00 PM Central.
- The Planholders List included 27 construction firms, of which two firms submitted bids.



**ACTION ITEM**

**9B: Windsor Heights Transit Bus Stop Improvements Easement Agreement and Construction Contract**

**Bid Results:**

BIDDER	RANK (Lowest to Highest Bid)	BID PRICE
TK Concrete Inc.	1	\$235,860
Elder Corporation	2	\$283,500

**TK Concrete, Inc. Background:**

- Has been in business doing work in Central Iowa for over 25 years.
- Focus on commercial and residential concrete work as well as excavation and demolition.
- Local customers include City of Des Moines, City of Ankeny, and the City of Pleasantville.

**Funding:**

- Funding will come from the Iowa Clean Air Attainment Program (ICAAP) Grant, Wal-Mart contribution, and the corresponding local match.

**Recommendation:**

- Approve an easement agreement to allow DART to construct transit boarding islands.
- Approval of a contract with Construction Firm for the Windsor Heights Park and Ride Construction Contract for the amount Not to Exceed \$286,000.00. This amount includes the total lump sum for demolition, construction, and 20% for any contingencies.

**DRAFT**

**COVER SHEET TO  
EASEMENT AGREEMENT**

**Prepared by:** [NAME, ADDRESS, CITY, STATE, ZIP, PHONE]

**Return to:** [NAME, ADDRESS, CITY, STATE, ZIP, PHONE]

**Grantors:** **The Charles I. Colby and Ruth Colby West University Trust, Charles I. Colby and Ruth Colby National Development Trust, Wal-Mart Stores, Inc., a Delaware corporation**

**Grantee:** Des Moines Area Regional Transit Authority

**Legal Description on Exhibit A and Exhibit B**

**Book/Page Reference of Prior Instrument:** N/A

## EASEMENT AGREEMENT

This EASEMENT AGREEMENT (this “Agreement”) is made and entered into this [\_\_\_ day of \_\_\_\_\_, 2018], by and among The Charles I. Colby and Ruth Colby West University Trust (“Colby West Trust”), an Iowa trust, Charles I. Colby and Ruth Colby National Development Trust (“Colby National Trust”), an Iowa trust, Wal-Mart Stores, Inc., a Delaware corporation (“Wal-Mart”; together with Colby West Trust and Colby National Trust, collectively, “Grantors”), and Des Moines Area Regional Transit Authority, an entity organized and existing under the authority of Chapter 28E of the Code of Iowa (“Grantee” or “DART”).

WHEREAS, Colby West Trust is the fee simple owner of the property legally described on Exhibit A attached hereto (the “Property”); and

WHEREAS, Colby National Trust is the lessee of the Property pursuant to a lease agreement with Colby West Trust, memoranda of which lease were filed in Memorandum of Lease dated July 23, 1979 and recorded August 1, 1979 in Book 4938 at Page 531, and Memorandum of Lease dated June 23, 1982 and recorded June 30, 1982 in Book 5179 at Page 437; and

WHEREAS, Wal-Mart is the ground lessee of the Property, pursuant to that certain ground lease agreement dated October 9, 1990 as described in Short Form Lease dated July 24, 1991 and recorded July 26, 1991 in Book 6408 at Page 151, as amended by Amendment to Short Form Lease dated August 21, 1991 and recorded August 27, 1991 in Book 6424 at Page 193, and as further amended by Amendment to Ground Lease and Short Form Lease dated June 10, 1992 and recorded June 19, 1992 in Book 6581 at Page 191 (the “Walmart Ground Lease”); and

WHEREAS, Grantee operates a public transit system in the Des Moines, Iowa metropolitan area, and desires to construct and install transit bus boarding islands and other improvements, as further set forth herein, at a designated location on the Property; and

WHEREAS, Grantors have agreed to grant a certain Easement (as hereinafter defined) in favor of Grantee at a designated location on the Property; and

WHEREAS, by means of this Agreement, Grantors and Grantee hereby set forth the terms and conditions with respect to the Easement.

NOW THEREFORE, in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, Grantors do hereby establish the following terms, obligations and rights with respect to the Easement granted herein.

1. Grant of Easement. Grantors hereby grant and convey to Grantee an easement (the “Easement”) on the Property in the area described in the attached Exhibit B (the “Easement

Area”), for the construction, installation, operation, use, and maintenance of (a) up to four (4) public transit bus shelters (the “Shelters”), (b) up to two (2) concrete platforms (the “Concrete Platforms”), (c) landscaping (“Landscaping”; together with the Shelters and Concrete Platforms, collectively, the “Improvements”), and other amenities, which amenities may include, but are not limited to, the following: (i) cart corrals (“Cart Corrals”), (ii) bike racks (“Bike Racks”), and (iii) trash receptacles (“Trash Receptacles”), all for the use and enjoyment, as applicable, by DART and the public in connection with DART’s operations as a public transit system. The grant of this Easement includes areas necessary to run electrical conduit to the Shelters, and the right of ingress and egress to the Easement Area for the purpose of exercising any of the rights granted herein.

2. Construction of Improvements. Grantee shall procure, construct, and install the Improvements, and if applicable, the Bike Racks and Trash Receptacles, at locations within the Easement Area as mutually agreed upon by Grantors and Grantee, such agreement not to be unreasonably withheld. The costs and expenses for such procurement, construction, and installation shall be at Grantee’s sole cost and expense, except that Wal-Mart shall pay to Grantee a one-time lump sum payment of **Thirty-Six Thousand Dollars (\$36,000.00)** toward such costs. If applicable, Wal-Mart shall procure, construct, and install, or relocate as the case may be, at Wal-Mart’s sole cost and expense, Cart Corrals at one or more locations on the Property as mutually agreed upon by Grantors and Grantee. Any other amenities shall be procured, constructed and installed as mutually agreed upon by Grantors and Grantee, such agreement not to be unreasonably withheld.

3. Damage to Easement Area or Other Improvements. If, in the process of construction and installation of the Improvements or other amenities in the Easement Area, Grantee damages, breaks, destroys, or in any way impairs the Easement Area or any other improvements of Wal-Mart, Wal-Mart in its sole reasonable discretion, may require Grantee to either: (i) restore, at Grantee’s sole cost and expense, the damaged portion of the Easement Area, or Wal-Mart’s other improvements, as applicable, to their original quality and condition; or (ii) Wal-Mart may restore the damaged portion of the Easement Area, or other improvements, as applicable, and invoice Grantee for Wal-Mart’s reasonable direct costs incurred in restoring the damaged portion of the Easement Area, or other improvements, as applicable; whereupon Grantee agrees to reimburse Wal-Mart for such costs within thirty (30) days of receipt of an invoice for such expenses.

4. Maintenance of Improvements.

A. After completion of construction of the Shelters and Bike Racks, Grantee shall thereafter own the Shelters and Bike Racks. For the duration of this Agreement, Grantee, at its sole expense, shall manage, repair and maintain the Shelters in a first-class manner, including all exterior surfaces and lighting, and as needed, shall remove any graffiti from the Shelters and repair or replace any broken Shelter or Bike Rack parts which result from vandalism or other physical damage to the Shelters or Bike Racks.

B. For the duration of this Agreement, Wal-Mart shall provide, at its sole expense, ongoing general maintenance for the Easement Area, including the Park and Ride Area (as hereinafter defined), Concrete Platforms and Landscaping, and if applicable, the Cart Corrals, Trash Receptacles, and other amenities, such maintenance to include, but is not limited to, snow removal, trash removal, sweeping, landscaping maintenance, etc. In the event Wal-Mart fails to reasonably maintain the Easement Area, Grantee may do so at Wal-Mart's expense, provided Grantee has given Wal-Mart thirty (30) days' prior written notice.

5. DART Park and Ride. Grantors shall permit Grantee, at no expense to Grantee, to designate twenty-five (25) parking stalls within the Easement Area, as specifically designated on Exhibit D (the "Park and Ride Area"), for use by the public in connection with DART Park and Ride operations. Grantors hereby grant to DART the non-exclusive right for DART and the public to use the Park and Ride Area, including all related entrances, exits, and sidewalks on the Easement Area during regular operational hours of DART transit services, for purposes of (i) parking DART RideShare vehicles; (ii) parking passenger vehicles so that the public may utilize the DART RideShare services; and (iii) ingress and egress to the Park and Ride Area for the purpose of exercising any of the rights granted herein. The rights granted by Grantors to Grantee under this Section 5 shall be free of charge.

6. Signage; Maps. Grantors shall permit DART to post appropriate signage within the Easement Area, including, without limitation, signage to notify the public of the designated parking stalls in the Park and Ride Area and signage to provide DART transit information to the public. Grantors shall further permit DART, at its discretion, to identify the location of the Easement Area, including the Improvements, Park and Ride Area, and other amenities, on DART's maps promoting DART transit and DART RideShare activities and services.

7. Change of Grade Prohibited. Grantors, and their successors and assigns, shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of Grantee.

8. Rights and Obligations. The rights and obligations set forth in this Agreement shall be perpetual in nature, shall run with the land, and the benefits and burdens associated therewith shall inure to, and be binding on, the parties hereto, and their respective heirs, successors, transferees, beneficiaries and assigns.

9. Removal of Shelters and Bike Racks. If at any time Grantee permanently discontinues the use of the Shelters in connection with its public transit system, the Easement herein shall terminate and Grantee shall remove the Shelters (not including the Concrete Platforms) and Bike Racks at its sole cost and expense. In such removal, Grantee shall restore the Concrete Platforms and other above ground surfaces and shall appropriately cap all utility connections below grade.

10. Indemnification.

A. Until such time as the Walmart Ground Lease is terminated for any reason, the following shall apply:

- i. To the extent permitted by law, Wal-Mart shall indemnify, hold harmless and defend Grantee from and against all loss, cost, damages, expenses, including reasonable attorney's fees, or liability for an accident or other occurrence, caused by Wal-Mart, its employees, agents or representatives that results in bodily injury or damage to property, real or personal, arising directly or indirectly from or in any way connected with any breach or violation of any covenant, obligation or duty of Wal-Mart under this Agreement or under applicable law.
- ii. To the extent permitted by law, Colby West Trust and Colby National Trust shall, jointly and severally, indemnify, hold harmless and defend Grantee from and against all loss, cost, damages, expenses, including reasonable attorney's fees, or liability for an accident or other occurrence, caused by Colby West Trust and/or Colby National Trust, their employees, agents or representatives that results in bodily injury or damage to property, real or personal, arising solely from the affirmative negligent act of Colby West Trust and/or Colby National Trust.

B. At such time as the Walmart Ground Lease is terminated for any reason, the following shall apply:

- i. To the extent permitted by law, Grantors shall, jointly and severally, indemnify, hold harmless and defend Grantee from and against all loss, cost, damages, expenses, including reasonable attorney's fees, or liability for an accident or other occurrence, caused by the Grantors, their employees, agents or representatives that results in bodily injury or damage to property, real or personal, arising directly or indirectly from or in any way connected with any breach or violation of any covenant, obligation or duty of the Grantors under this Agreement or under applicable law.
- ii. Both Colby West Trust and Colby National Trust shall require any new lessee and/or transferee of the Property to assume the indemnification obligations of Wal-Mart under this Agreement.

C. To the extent permitted by law, Grantee shall indemnify, hold harmless and defend the Grantors from and against all loss, cost, damages, expenses, including reasonable attorney's fees, or liability for an accident or other occurrence, caused by a DART employee, agent or representative that results in bodily injury or damage to property, real or personal, excluding pavement damage resulting from normal bus operations, arising directly or indirectly from or in any way connected with any breach or violation of any covenant, obligation or duty of DART under this Agreement or under applicable law.

11. Insurance.

- A. Grantors shall maintain or cause to be maintained, at all times during the term of this Agreement, commercial general liability insurance and property insurance at coverages sufficient to protect the Property, including the Easement Area, and to protect the Grantors from claims which may arise out of or result from Grantors' actions or operations in connection with this Agreement. Such insurance shall be provided through companies authorized to do business in the state of Iowa and acceptable to Grantee. Grantors shall name Grantee as an additional insured on such insurance policies.
- B. DART shall have, at all times during the term of this Agreement, the following insurance from Iowa Communities Assurance Pool, which is DART's third-party governmental risk pool vendor: (i) commercial general liability and automobile liability insurance against claims for bodily injury, death, or property damage which may arise out of or result from DART's actions or operations in connection with this Agreement. The limits of liability shall be five million dollars (\$5,000,000) per occurrence. DART shall name Grantors as additional insureds on such insurance policies.
- C. Upon written request, Grantors agree to provide to Grantee, and Grantee agrees to provide to Grantor, a certificate or certificates from their respective insurance company or insurance companies evidencing satisfaction of their respective insurance requirements set forth in this Section.
- D. Notwithstanding anything to the contrary, provided that the net worth of Walmart Inc. exceeds One Hundred Million (\$100,000,000.00) Dollars, Wal-Mart shall have the right to self-insure and thus no such certificates shall be provided.

12. Compliance. Grantee hereby warrants and represents to Wal-Mart that Grantee in exercising its rights under this Agreement shall comply fully with any applicable federal, state or local laws, regulations, ordinances, or permits.

13. Non-Discrimination. Neither Grantors nor Grantee shall discriminate or permit discrimination against any person or group of persons who utilize the Easement Area, including the Improvements and other amenities, based on race, color, national origin, religion, sex (including gender identity and sexual orientation), age, or disability.

14. Change of Ownership. In the event any Grantor conveys, transfers title to, or assigns its interest in the Property, as applicable, to any other party, Grantee shall be notified thereof, and of the name and address of such transferee, within thirty (30) days thereafter in accordance with the notices section of this Agreement.

15. Effective Date. This instrument shall become effective on the date first written above.

16. Headings. The headings of the sections and paragraphs contained herein are intended for reference purposes only and shall not be used to interpret the agreements contained herein or the rights granted thereby.

17. Defaults. If any party fails to perform its obligations under this Agreement or otherwise breaches this Agreement in any material respect, any non-breaching party hereto may give written notice of such breach to the breaching party. If the breaching party fails to cure the breach within thirty (30) days from the date of such notice, then the non-breaching party who provided such notice to the breaching party shall be entitled to exercise all rights and remedies at law or in equity, including the right to terminate this Agreement. The breaching party shall be responsible to pay all costs and expenses, including but not limited to, reasonable attorney's fees and expenses, incurred by such non-breaching party as a result of such breach, whether before, during or after any action or proceeding under this Agreement may have been commenced.

18. Public Funding of Improvements. The parties acknowledge and agree that DART has received public funding, including but not limited to federal funds from the Federal Transit Administration of the United States Department of Transportation, for the construction and installation of the Improvements on the Property. The parties further acknowledge and agree that such funding is, in part, contingent upon the requirement that the Improvements remain in operation for the entirety of their useful life of twenty (20) years. Accordingly, the parties agree that if at any time prior to the end of twenty (20) years following the completion of installation of the Improvements, the Walmart Ground Lease is terminated for any reason, then the parties agree that both Colby West Trust and Colby National Trust shall require any new lessee and/or transferee of the Property to assume the obligations of Wal-Mart under this Agreement for a term of which will end not less than twenty (20) years following completion of installation of the Improvements. In such instance, in the event Colby West Trust, Colby National Trust, or any lessee and/or transferee desire to relocate the Improvements, then Grantors agree, jointly and severally, to pay for any and all costs, including, without limitation, design costs and construction costs, associated with relocating the Improvements to another location as mutually agreed upon by Colby West Trust, Colby National Trust, DART, and the new lessee or transferee of the Property, if any. Colby West Trust and Colby National Trust shall use all best efforts to assist DART in negotiating any changes to this Agreement as deemed reasonably necessary by DART as a result of any such relocation. In the event Colby West Trust and Colby National Trust do not comply with the preceding requirements as set forth in this Section 18, then Grantors agree, jointly and severally, to immediately reimburse DART, in full, for the balance of any funds owed by DART to the party who has granted DART such public funds. If at any time prior to the end of twenty (20) years following the completion of installation of the Improvements, Grantee terminates this Agreement pursuant to the terms of Section 17 hereunder due to breach of this Agreement by any Grantor, then any such Grantor hereby agrees to immediately reimburse DART, in full, for the balance of any funds owed by DART to the party who has granted DART such public funds.

19. Governing Law. This Agreement, and all rights and duties of the parties arising from or relating in any way to the subject matter of this Agreement, shall be governed by and construed in accordance with the laws of the State of Iowa. Venue for any action shall lie solely and exclusively in Polk County, Iowa.

20. Entire Agreement and Amendment. This Agreement constitutes the entire Agreement between the parties, and may not be amended, modified or changed except in writing signed by the Grantors and Grantee, or their successors or assigns.

21. Notices. All notices or correspondence provided for in this Agreement shall be in writing and shall be given by certified or registered mail, return receipt requested, or by hand delivery, as follows:

If to Grantee: Des Moines Area Regional Transit Authority, 620 Cherry Street, Des Moines, Iowa 50309; Attn: Chief Executive Officer.

If to Colby West Trust or Colby National Trust: 6581 University Avenue, Windsor Heights, Iowa; with copy to: Belin McCormick, PC, 666 Walnut Street, Ste. 2000, Des Moines, Iowa 50309; Attn: Nathan Barber.

If to Wal-Mart: \_\_\_\_\_

WHEREAS, the parties enter into this Agreement as of the date set forth above.

**[Remainder of Page is Intentionally Left Blank; Signatures Begin on Next Page]**

**THE CHARLES I. COLBY AND RUTH COLBY WEST UNIVERSITY TRUST**

By: \_\_\_\_\_  
\_\_\_\_\_, Trustee

By: \_\_\_\_\_  
\_\_\_\_\_, Trustee

By: \_\_\_\_\_  
\_\_\_\_\_, Trustee

STATE OF IOWA )

) SS

COUNTY OF POLK )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned, Notary Public in and for said County and State personally appeared \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to me personally known, who being by me duly sworn, did say that they are the Trustees of **The Charles I. Colby and Ruth Colby West University Trust**, executing the within and foregoing instrument on behalf of said trust and by authority of said Trustees, and acknowledged that they executed the same as the voluntary act and deed of **The Charles I. Colby and Ruth Colby West University Trust**, by it and by the Trustees voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**CHARLES I. COLBY AND RUTH  
COLBY NATIONAL  
DEVELOPMENT TRUST**

By: \_\_\_\_\_  
\_\_\_\_\_, Trustee

By: \_\_\_\_\_  
\_\_\_\_\_, Trustee

By: \_\_\_\_\_  
\_\_\_\_\_, Trustee

STATE OF IOWA            )  
                                  ) SS  
COUNTY OF POLK        )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned, Notary Public in and for said County and State personally appeared \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to me personally known, who being by me duly sworn, did say that they are the Trustees of the **Charles I. Colby and Ruth Colby National Development Trust**, executing the within and foregoing instrument on behalf of said trust and by authority of said Trustees, and acknowledged that they executed the same as the voluntary act and deed of the **Charles I. Colby and Ruth Colby National Development Trust**, by it and by the Trustees voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**WAL-MART STORES, INC.**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

STATE OF ARKANSAS    )  
  ) SS  
COUNTY OF BENTON    )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned, Notary Public in and for said County and State personally appeared \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that he or she is the \_\_\_\_\_ of **Wal-Mart Stores, Inc., a Delaware corporation**, executing the within and foregoing instrument and acknowledged that he or she executed the same as his or her voluntary act and deed of **Wal-Mart Stores, Inc.**, by it and by him or her voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Arkansas

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

STATE OF IOWA    )  
                                  ) SS  
COUNTY OF POLK )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned, Notary Public in and for said County and State personally appeared Elizabeth Presutti to me personally known, who being by me duly sworn, did say that he or she is the Chief Executive Officer of **Des Moines Area Regional Transit Authority**, executing the within and foregoing instrument and acknowledged that he or she executed the same as his or her voluntary act and deed of **Des Moines Area Regional Transit Authority**, by it and by him or her voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

## EXHIBIT A

### Legal Description of Property

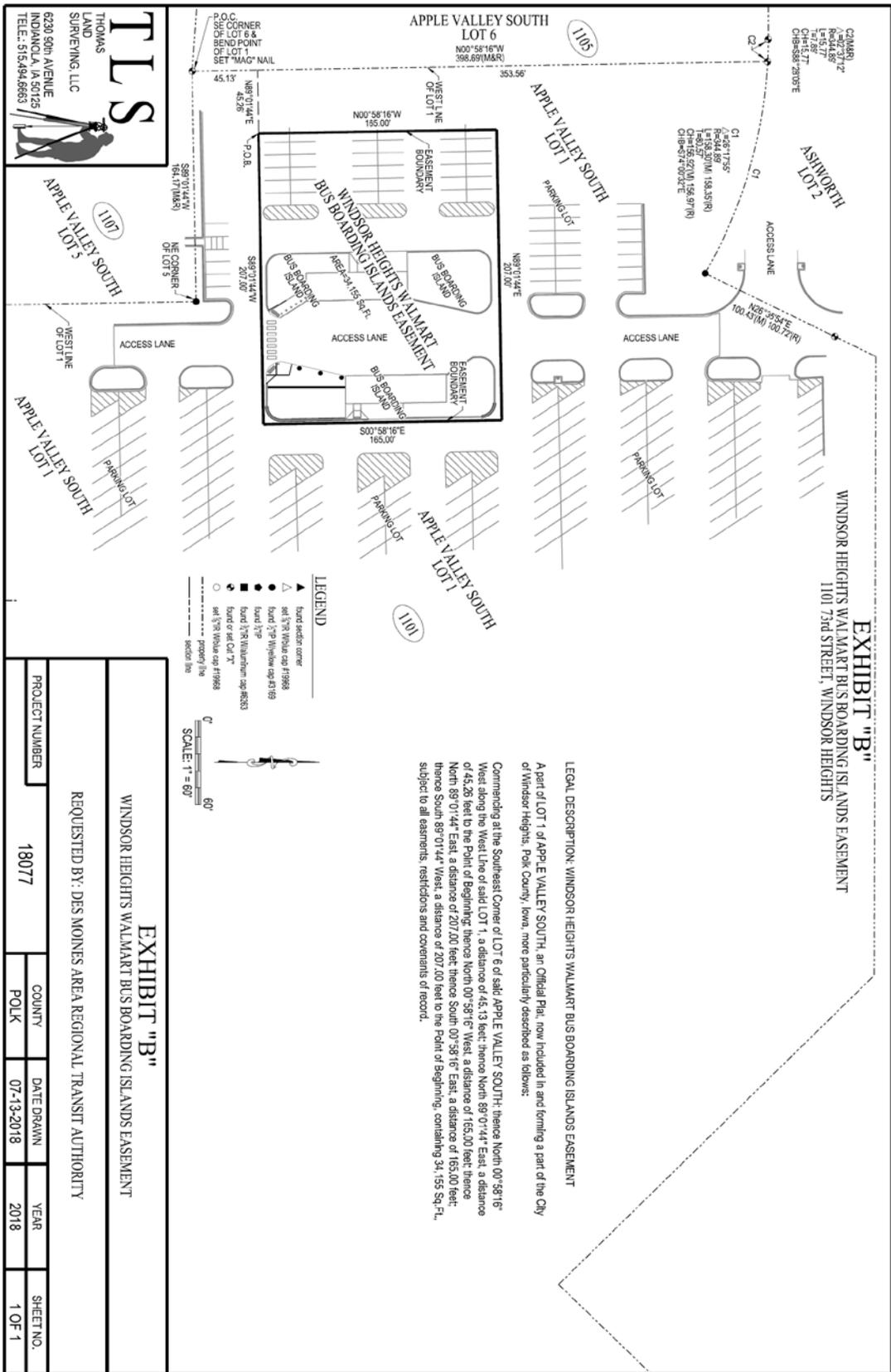
A parcel of land located in the NE 1/4 of Section 3 and the NW 1/4 of Section 2, Township 78 North, Range 25 West of the 5th P.M., City of Windsor Heights, Polk County, Iowa, more particularly described as follows:

Beginning at a point on the West line of Lot 3 in Walnut Valley Addition to said City, which bears S01°-46'-42"E, 36 feet from the northwest corner of said Lot 3; thence continuing S01°-46'-42"E, 1328.73 feet; thence S89°-28'-14"W, 210.23 feet; thence S02°-11'-59"E, 17.76 feet; thence S89°-28'-14"W, 1037.23 feet to a point on the Northeasterly Right-of-Way line of the Chicago, Milwaukee, St. Paul & Pacific Railroad; thence along said Northeasterly Right-of-Way line, N43°-55'-52"W, 99.41 feet to the beginning of a tangent curve to the right; thence Northwesterly along said Northwesterly Right-of-Way line and along said curve with a radius of 1860.29, a chord of 286.39 feet bearing N39°-31'-03"W, and an arc length of 286.67 feet, to a point on the Easterly Right-of-Way line of 73rd Street, as it is presently established; thence N0°-56'-04"W, 462.40 feet along said Easterly Right-of-Way line of 73rd Street; thence N05°-52'-32"E, 275.42 feet along said Easterly Right-of-Way line of 73rd Street; thence N07°-17'-32"E, 180.06 feet along said Easterly Right-of-Way line of 73rd Street; thence N09°-28'-32"E, 170.55 feet along said Easterly Right-of-Way line of 73rd Street; thence S82°-42'-28"E, 28.00 feet along said Easterly Right-of-Way line of 73rd Street; thence N00°-17'-32"E, 29.30 feet along said Easterly Right-of-Way line of 73rd Street; thence N84°-58'-03"E, 40.67 feet; thence N89°-20'-32"E, 206.45 feet to the beginning of a tangent curve to the right; thence Southeasterly, along said curve with a radius of 344.89 feet, a chord of 172.28 feet bearing S76°-07'-21"E, and an arc length of 174.13 feet; thence N26°-11'-54"E, 100.72 feet to the beginning of a tangent curve to the left; thence Northeasterly, along said curve with a radius of 314.40 feet, a chord of 31.78 feet bearing N23°-20'-29"E, and an arc length of 31.79 feet; thence N89°-20'-32"E, 440.89 feet; thence S45°-59'-20"E, 310.18 feet; thence N88°-13'-18"E, 4.18 feet; thence N44°-00'-40"E, 110.97 feet; thence N89°-03'-52"E, 140.71 feet to the Point of Beginning.

Said tract of land contains 46.5595 Acres more or less.

**EXHIBIT B - Legal Description of Easement Area**

DRAFT





## DISCUSSION ITEM



10A: Transit Service Planning Update

*Staff Resource: Luis Montoya, Planning and Development Manager*

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- Staff will provide an update on short- and medium-term transit service planning activities, as well as request input from the commission on how best to structure public outreach and commission involvement in planning activities.



## DISCUSSION ITEM



10B: DART Shelter Plan

*Staff Resource: Amanda Wanke, Chief External Affairs Officer  
Luis Montoya, Planning and Development Manager*

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- Staff will provide an update on the bus shelter program, as well as share plans for growing the program and pursuing new revenue and public art opportunities.



## DISCUSSION ITEM



10C: Iowa State Fair Service

*Staff Resource: Tim Sanderson, COO*

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Tim Sanderson will provide a presentation on DART's 2018 Iowa State Fair Service.



# DISCUSSION ITEM



**10D: Quarterly Safety Report**

*Staff Resource: Patrick Daly, Operations Manager - Safety*

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**Analysis of accidents for the 4<sup>th</sup> Quarter of FY2018:**

<b>ACCIDENTS BY ROUTE:</b>	<b>4<sup>th</sup> QTR FY18</b>	<b>4<sup>th</sup> QTR FY17</b>	<b>YTD FY18</b>	<b>YTD FY17</b>
#1 – FAIRGROUNDS	2	1	7	7
#3 – UNIVERSITY	4	0	15	6
#4 – 14TH	0	0	3	0
#5 – FRANKLIN AVE	0	2	2	5
#6 – INDIANOLA AVE	0	0	2	2
#7 – SW 9 <sup>th</sup> ST	0	2	4	9
#8 – FLEUR DR	0	3	2	5
#9 - EXPRESSES	3	3	14	16
#10 – EAST UNIVERSITY	0	0	0	1
#11 – INGERSOLL/VALLEY JCT	0	0	1	0
#12 - ON PROPERTY	4	3	22	14
#13 – PARK AVE	0	0	0	1
#14 - BEAVER AVE	0	0	2	9
#15 – 6 <sup>th</sup> AVE	1	1	7	6
#16 – DOUGLAS AVE	1	2	6	8
#17 – HUBBELL AVE/ALTOONA	2	2	8	6
#52 – VALLEY WEST/JORDAN CR	0	3	3	7
#60 – INGERSOLL/UNIVERSITY	2	0	5	7
#72 – WDM/CLIVE FLEX	2	5	7	5
#73 – URBAN DALE/WHTS FLEX	0	0	0	1
#74 – NW URBAN DALE FLEX	0	0	1	0
#75 – NW Grimes On-Call	0	0	0	0
#40 - LINK	0	2	2	4
#42 - STATE CAPITAL/D-LINE	1	1	5	3
#SS - SCHOOL ROUTES	1	1	7	2
#20 - PARATRANSIT	3	8	21	31
#R - RIDESHARE	5	1	4	4
#A - ADMIN	2	0	4	1
#M – MAINTENANCE	0	0	2	1
SF- STATE FAIR	2	0	1	2
Training	0	0	3	1
Taxi	0	0	0	0
<b>TOTALS</b>	<b>35</b>	<b>40</b>	<b>160</b>	<b>164</b>



DISCUSSION ITEM:

10D: Quarterly Safety Report

<b>ACCIDENTS BY TYPE:</b>	4 <sup>th</sup> QTR	4 <sup>th</sup> QTR	YTD	YTD
	<u>FY18</u>	<u>FY17</u>	<u>FY18</u>	<u>FY17</u>
BUS INTO FIXED OBJECT	12	14	71	65
PERSONAL INJURY	0	0	0	2
BUS INTO VEHICLE	5	11	21	38
VEHICLE INTO BUS	16	11	64	50
OTHER	0	3	2	7
MAINTENANCE	2	0	0	0
STRUCK ANIMAL	0	1	2	2
VANDALISM	0	0	0	0
<b>TOTALS</b>	<b>35</b>	<b>40</b>	<b>160</b>	<b>164</b>

**ACCIDENTS BY CHARGEABILITY**

<b>CODE:</b>	4 <sup>th</sup> QTR	4 <sup>th</sup> QTR	YTD	YTD
	<u>FY18</u>	<u>FY17</u>	<u>FY18</u>	<u>FY17</u>
NON PREVENTABLE	18	13	72	77
PREVENTABLE - OPERATOR	11	21	58	67
PREVENTABLE - SYSTEM	0	0	4	2
ON PROPERTY	5	3	23	14
NOT GRADED/UNDETERMINED	1	3	3	4
<b>TOTALS</b>	<b>35</b>	<b>40</b>	<b>160</b>	<b>164</b>

**ACCIDENTS BY SERVICE**

	4 <sup>th</sup> QTR	4 <sup>th</sup> QTR	YTD	YTD
	<u>FY18</u>	<u>FY17</u>	<u>FY18</u>	<u>FY17</u>
FIXED ROUTE	26	31	120	124
PARATRANSIT	5	8	21	31
RIDESHARE	2	1	4	4
ADMINISTRATION	0	0	4	1
MAINTENANCE	2	0	7	1
STATE FAIR	0	0	1	2
TRAINING	0	0	1	1
<b>TOTALS</b>	<b>35</b>	<b>40</b>	<b>160</b>	<b>164</b>



# System Summary Performance Report

June 2018

	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	June 2017	June % Change FY18	FY18 June YTD	FY17 June YTD	YTD % Change FY18
<b>Fixed Route</b>												
Passengers	307,576	321,007	310,431	336,331	344,081	340,744	287,585	287,355	0.08%	4,171,526	4,274,295	(2.40%)
Mobile Ticketing Ridership	7,786	9,023	8,332	10,190	9,490	9,463	10,794	0	0.00%	73,822	0	0.00%
OTT Ridership	19,312	16,780	17,750	20,249	17,537	15,022	15,734	19,236	(18.21%)	224,685	231,649	(3.01%)
Unlimited Access Ridership	21,443	25,317	25,053	27,080	27,052	27,509	29,384	27,011	8.79%	318,528	330,124	(3.51%)
Bike Rack Usage	3,203	1,895	1,756	3,008	3,631	8,114	6,194	5,995	3.32%	57,509	59,945	(4.06%)
Passengers Per Revenue Hour	17.6	17.3	18.1	17.8	19.0	18.9	16.0	15.8	1.53%	19.0	19.4	(2.38%)
Average Passenger Trip Length	4.18	4.22	4.22	4.22	4.19	4.17	4.25	4.42	(3.95%)	4.22	4.37	(3.50%)
Complaints Per 100,000 Passengers	12.03	10.59	9.02	12.79	9.01	9.39	17.04	11.48	48.37%	14.00	11.07	26.51%
Commendations Per 100,000 Passengers	0.33	4.36	1.93	0.89	1.45	0.00	1.74	3.13	(44.49%)	1.70	1.87	(9.07%)
On-Time Performance	84.19%	85.02%	82.49%	86.85%	85.07%	82.79%	83.61%	81.70%	2.33%	82.46%	82.91%	(0.54%)
<u>Accident Frequency Rate by Service:</u>												
Preventable/100,000 Miles	1.85	0.35	3.75	2.75	2.12	1.07	0.66	3.26	(79.60%)	1.83	1.57	17.00%
Non-Preventable/100,000 Miles	1.11	1.39	3.00	2.06	1.06	2.49	1.33	2.17	(38.81%)	1.69	2.28	(25.86%)
<u>Maintenance:</u>												
Total Service Miles	270,461.1	288,119.7	266,477.3	291,030.2	282,659.7	281,169.4	300,846.8	276,137.8	8.95%	3,438,202.1	3,384,184.7	1.60%
Roadcalls/100,000 Miles	15.90	19.44	12.76	5.15	4.95	9.96	5.98	31.51	(81.01%)	17.13	36.40	(52.94%)
Active Vehicles In Fleet	123	123	123	123	123	123	124	126	(1.59%)	123	126	(2.12%)
<b>Paratransit</b>												
Passengers	7,772	8,329	7,530	8,854	8,642	8,787	8,121	9,233	(12.04%)	102,695	110,660	(7.20%)
Passengers Per Revenue Hour	2.3	2.2	2.2	2.2	2.3	2.2	2.2	2.4	(7.49%)	2.3	2.5	(9.05%)
Average Passenger Trip Length	8.82	8.89	8.93	8.82	8.80	8.78	8.69	8.88	(2.24%)	8.80	8.88	(0.92%)
Complaints Per 100,000 Passengers	193.00	180.09	159.36	90.35	57.86	56.90	49.26	64.98	(24.20%)	103.22	65.97	56.47%
Commendations Per 100,000 Passengers	0.00	12.01	26.56	22.59	0.00	0.00	49.26	10.83	354.77%	14.61	3.61	304.08%
On-Time Performance	84.18%	81.54%	82.43%	87.37%	84.49%	84.81%	84.78%	85.82%	(1.21%)	83.63%	89.79%	(6.86%)
<u>Accident Frequency Rate by Service:</u>												
Preventable/100,000 Miles	1.53	0.00	4.57	1.34	0.00	2.72	1.47	1.28	14.61%	1.16	2.17	(46.51%)
Non-Preventable/100,000 Miles	0.00	4.16	0.00	1.34	1.40	0.00	0.00	2.57	(100.00%)	0.93	1.37	(32.24%)
<u>Maintenance:</u>												
Total Service Miles	65,194.4	72,111.2	65,682.1	74,682.7	71,603.4	73,599.1	67,929.5	77,859.2	(12.75%)	862,263.0	876,389.7	(1.61%)
Roadcalls/100,000 Miles	12.27	4.16	9.13	5.36	1.40	8.15	4.42	14.13	(68.74%)	7.07	10.61	(33.33%)
Active Vehicles In Fleet	22	22	22	22	26	26	26	25	4.00%	24	22	5.60%
<b>Rideshare</b>												
Passengers	18,258	22,503	19,845	21,725	20,353	21,897	19,288	19,195	0.48%	235,716	195,658	20.47%
Passengers Per Revenue Hour	5.8	6.0	5.1	5.0	4.9	5.1	3.7	5.5	(32.66%)	5.2	5.3	(2.45%)
Rideshare Customers	713	732	707	694	691	684	666	614	8.47%	677	575	17.75%
Rideshare Vans In Circulation	97	100	99	97	98	97	93	95	(2.11%)	96	86	11.91%
Average Passenger Trip Length	38.37	38.51	38.67	37.92	37.90	38.02	37.89	38.66	(1.99%)	38.34	39.68	(3.38%)
Complaints Per 100,000 Passengers	0.00	4.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1.27	0.00	0.00%
Commendations Per 100,000 Passengers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
<u>Accident Frequency Rate by Service:</u>												
Preventable/100,000 Miles	1.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.10	0.18	(42.07%)
Non-Preventable/100,000 Miles	1.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.10	0.12	(13.10%)
<u>Maintenance:</u>												
Total Service Miles	147,427.1	173,751.0	156,887.0	175,302.3	162,572.7	168,907.4	159,249.0	157,781.0	0.93%	1,909,008.0	1,658,463.7	15.11%
Active Vehicles In Fleet	107	107	106	106	106	111	111	109	1.83%	108	109	(1.07%)
<b>System Total</b>												
Farebox Recovery Ratio	19.78%	19.10%	21.94%	19.79%	20.85%	16.56%	20.47%	13.42%	52.56%	20.80%	24.45%	(14.92%)



# System Performance Ridership Report

June 2018

	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	June 2017	June % Change FY18	FY18 June YTD	FY17 June YTD	YTD % Change FY18
<b>Fixed Route</b>	307,576	321,007	310,431	336,331	344,081	340,744	287,585	287,355	0.08%	4,171,526	4,274,295	(2.40%)
<b>1. Local:</b>												
#1 - Fairgrounds	15,629	15,441	16,967	18,903	19,587	18,575	14,000	13,540	3.40%	437,678	445,516	(1.76%)
#3 - University	28,845	28,315	26,607	29,749	28,679	28,837	29,729	30,326	(1.97%)	358,938	387,455	(7.36%)
#4 - E. 14th	13,742	15,122	14,432	15,806	16,780	16,851	17,047	15,337	11.15%	188,449	198,949	(5.28%)
#5 - Franklin Ave	8,983	9,937	9,880	9,495	11,336	11,551	8,448	6,574	28.51%	113,765	95,563	19.05%
#6 - Indianola Ave	25,578	26,405	26,297	28,313	29,440	28,240	20,393	21,306	(4.29%)	322,539	343,383	(6.07%)
#7 - SW 9th St	33,108	33,939	31,380	33,711	34,136	31,870	25,704	27,392	(6.16%)	396,499	398,924	(0.61%)
#8 - Fleur Dr	4,176	4,473	5,033	4,442	5,372	5,567	2,057	2,393	(14.04%)	54,655	54,593	0.11%
#10 - East University	2,778	2,867	2,704	3,358	3,815	3,688	2,429	2,320	4.70%	36,384	21,011	73.17%
#11 - Ingersoll Ave	1,476	1,677	1,579	1,807	1,592	1,787	2,017	2,151	(6.23%)	21,283	25,247	(15.70%)
#13 - Evergreen/SE Park Ave	5,891	7,095	7,360	6,112	7,692	7,835	548	738	(25.75%)	70,742	68,608	3.11%
#14 - Beaver Ave	18,438	19,348	18,523	18,987	20,193	20,213	15,163	15,335	(1.12%)	230,491	235,082	(1.95%)
#15 - 6th Ave	23,306	23,037	21,951	22,475	24,613	24,609	17,707	18,847	(6.05%)	279,983	281,292	(0.47%)
#16 - Douglas Ave	31,591	32,908	32,377	35,623	36,285	36,109	30,560	27,678	10.41%	403,977	421,747	(4.21%)
#17 - Hubbell Ave	22,076	22,071	21,339	23,502	23,665	24,120	24,711	22,344	10.59%	279,381	274,100	1.93%
#52 - Valley West/Jordan Creek	13,505	11,769	11,775	14,732	13,130	12,982	12,887	13,650	(5.59%)	161,410	167,622	(3.71%)
#60 - Ingersoll/University	28,870	31,378	29,860	32,811	33,039	32,996	28,590	28,898	(1.07%)	380,067	378,113	0.52%
<b>2. Shuttle:</b>												
Dline	11,345	12,970	11,560	14,218	13,565	15,185	15,000	13,828	8.48%	169,305	165,771	2.13%
Link Shuttle	523	730	545	477	397	365	439	1,028	(57.30%)	6,880	11,649	(40.94%)
<b>3. Express:</b>												
#91 - Merle Hay Express	0	0	0	0	0	0	0	1,280	(100.00%)	3,501	13,006	(73.08%)
#92 - Hickman Express	1,870	2,502	2,572	2,582	2,553	2,373	2,292	2,044	12.13%	27,778	29,424	(5.59%)
#93 - NW 86th Express	2,299	3,059	2,698	2,796	2,805	2,682	2,601	2,826	(7.96%)	32,540	39,011	(16.59%)
#94 - Westtown	815	943	874	868	809	848	931	1,068	(12.83%)	11,900	13,570	(12.31%)
#95 - Vista	744	954	1,005	1,018	862	968	1,036	1,344	(22.92%)	12,175	16,485	(26.14%)
#96 - E.P. True	1,618	1,902	1,664	2,017	1,931	1,850	1,984	2,346	(15.43%)	24,141	26,918	(10.32%)
#98 - Ankeny	5,191	6,883	6,685	7,090	6,654	5,671	6,027	6,422	(6.15%)	76,883	82,438	(6.74%)
#99 - Altoona	1,106	1,419	1,306	1,414	1,228	1,160	1,229	1,557	(21.07%)	16,639	20,038	(16.96%)
<b>4. Flex:</b>												
#72 Flex: West Des Moines/Clive	3,184	2,776	2,456	3,099	2,972	2,761	3,163	3,663	(13.65%)	40,957	43,520	(5.89%)
#73 Flex: Urbandale/Windsor Heights	172	228	199	158	159	158	153	198	(22.73%)	2,271	2,490	(8.80%)
#74 Flex: NW Urbandale	471	552	493	422	474	591	453	570	(20.53%)	6,794	6,260	8.53%
<b>5. On Call:</b>												
Deer Ridge Shuttle	0	0	0	78	54	49	30	0	0.00%	211	0	0.00%
On-Call: Ankeny	83	127	102	96	98	105	107	133	(19.55%)	1,247	2,303	(45.85%)
On-Call: Johnston/Grimes	133	143	183	144	148	131	109	127	(14.17%)	1,600	2,360	(32.20%)
On-Call: Regional	30	37	25	28	18	17	41	92	(55.43%)	463	1,847	(74.93%)
<b>Paratransit</b>	7,772	8,329	7,530	8,854	8,642	8,787	8,121	9,233	(12.04%)	102,695	110,660	(7.20%)
Cab	981	1,221	1,227	1,082	940	918	568	799	(28.91%)	11,472	10,401	10.30%
Bus/Van	6,791	7,108	6,303	7,772	7,702	7,869	7,553	8,434	(10.45%)	91,223	100,259	(9.01%)
<b>Rideshare</b>	18,258	22,503	19,845	21,725	20,353	21,897	19,288	19,195	0.48%	235,716	195,658	20.47%
<b>Total Ridership</b>	333,606	351,839	337,806	366,910	373,076	371,428	314,994	315,783	(0.25%)	4,509,937	4,580,613	(1.54%)



<b>11A:</b>	<b>Operations</b>
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*Staff Resources: Tim Sanderson, Chief Operating Officer*

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- In July, a small group of DART maintenance employees visited MetroLINK in Moline, Illinois in order to learn more about the new Proterra buses that they had just recently received. The visit was extremely informative and allow the team to better prepare for the substantial changes in maintenance and servicing that will be required when our new Proterra buses arrive. Officials at MetroLink were very positive about the performance of the buses and extremely helpful in answering all of our questions.
- Through July, the majority of the Operations' team's work has been focused on preparing for three major undertakings:
  - The 2018 State Fair Service
  - The August service change, which includes significant changes to a majority of our schedules.
  - The first day of school which will be substantially different this year as a result of the change in bell times.

As a result of the focus and commitment of the entire DART team, we are prepared and excited to undertake these three major initiatives in quick succession and predict that all will go smoothly.



# MONTHLY REPORT



**11B: External Affairs Team Report**

**Staff Resources:** *Amanda Wanke, Chief External Affairs Officer*

**External Affairs – All Team:**

- Staff are working to implement a major August service change, effective August 19, including the addition of the Route 50 Euclid-Douglas Crosstown Route, frequency improvements on several local routes, earlier hours on several local routes and schedule changes to align with Des Moines Public Schools new bell times.

**Marketing and Communications – Erin Hockman, Marketing and Communications Manager:**

- **Route 50 promotion** – The marketing team is planning outreach along the new Route 50 in advance of the August 20 start date. Outside of regular rider communications, we are taking a more hands-on approach to marketing efforts by providing route information in-person to large employers, housing complexes, human service agencies and various organizations.
- **Route 50 inaugural ride** – Staff is planning the inaugural ride of Route 50 on Friday, August 17. Commissioners, stakeholders, TRAC members and media have been invited to hear from DART as well as several organizations located along the route. The ride will begin and end at Conlin Properties' Hilltop Apartments.
- **Iowa State Fair service** – Staff is promoting the Iowa State Fair Park & Ride service with an emphasis on using the MyDART app to buy bus tickets. Fairgoers can get half off their bus ticket by purchasing in the MyDART app, in addition to getting half off by showing their advance Fair admission ticket. The team is also focusing on ways to increase ridership to the Center Street parking garage to alleviate heavier usage at SE Polk and the Capitol.
- **Community events** – DART staff participated in a number of events throughout the month of June. This included:
  - Staffing a table at DART Central Station to show riders how to use the new fareboxes.
  - Johnston Green Days parade
  - Juneteenth Neighbors Day
  - Arts Festival Bus Unveiling and Public Art Tour
  - Amanda Wanke served as the Johnston Chamber's main speaker for their July luncheon

### MyDART App Report

Metric	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018	TOTAL
Downloads	407	319	354	606	628	733	4,980
iOS	170	141	153	267	310	215	2,076
Android	237	178	201	339	318	517	2,903
Accounts Created	296	222	230	324	361	550	3,270
Orders Placed	1,339	1,186	1,420	1,462	1,559	2,021	11,441
Passes Purchased	1,629	1,609	1,824	1,892	1,923	2,505	14,567
Revenue	\$13,279	\$11,794	\$12,846	\$13,017	\$13,456	\$14,355	\$102,261



**Marketing Analytics Report**

Metric	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018	June 2017	% Change Year Prior
MyDART App Accounts	1,583	1,805	2,035	2,359	2,720	3,270	n/a	n/a
Website Unique Visitors	33,800	38,319	37,000	36,952	40,261	38,698	34,654	11.67%
Facebook Likes	3,112	3,130	3,143	3,223	3,258	3,351	2,748	21.94%
Twitter Followers	2,005	2,028	2,046	2,076	2,129	2,143	1,903	12.61%
Email Subscribers	5,750	5,750	5,760	7,780	7,870	8,640	4,880	77.05%
Next DART Bus	3,682	4,211	3,487	29,304	55,846	95,996	3,037	3060.88%
Real-time Map	n/a	n/a	n/a	8,368	21,284	28,755	n/a	n/a
Trip Plans	7,304	6,612	5,944	8,274	11,322	15,435	7,260	112.60%
RideTime App	38,601	37,992	37,552	35,594	32,784	26,226	35,936	-27.02%
SMS Text Messaging	78,014	88,738	98,368	94,161	96,165	81,301	69,153	17.57%
IVR	7,696	7,634	7,549	8,103	7,809	8,466	8,992	-5.85%

**DART in the News**

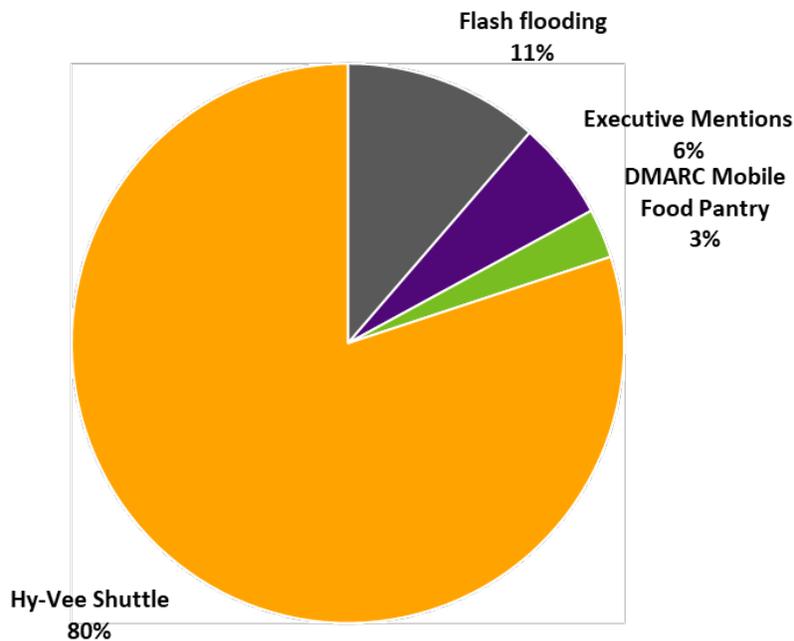
Date	Headline	Source	Medium	Reach	Sentiment	Topic
26-Jul-18	Out to Lunch with Elizabeth Presutti - DART Bus System	Insight on Business	Website	252	Positive	Executive Mention
25-Jul-18	Business New & Interviews 25 July 2018	Insight on Business	Website	252	Positive	Executive Mention
12-Jul-18	Roses & thistles: Vulnerable lowans get help from grocer and hassles from Medicaid insurer	The Des Moines Register	Website	518,032	Positive	Hy-Vee Shuttle
11-Jul-18	Transportation commission approves more than \$13 million for public transit - Business Record	Business Record	Website	8,351	Positive	Funding
6-Jul-18	Free transportation offered for customers at Harding Hills Hy-Vee	WeArelowa	Website	25,914	Positive	Hy-Vee Shuttle
6-Jul-18	NOTEBOOK: DART app gaining steam - Business Record	Business Record	Website	8,351	Positive	Mobile ticketing
3-Jul-18	City cleanup details for central Iowa	WeArelowa	Website	25,914	Neutral	Flash flooding
2-Jul-18	Polk County Flood Disaster Recovery Center Opens	WHOTV.com	Website	171,549	Neutral	Flash flooding
1-Jul-18	Des Moines subway begins to clean after historical flood	Vaaju.com	Website	2,018	Neutral	Flash flooding
1-Jul-18	The latest updates on record-setting Des Moines flash flooding	KCRG	Website	140,259	Negative	Flash flooding
1-Jul-18	The latest updates on record-setting Des Moines flash flooding	MFA News Network	Website	3,747	Neutral	Flash flooding
29-Jun-18	Five Injured When Truck Rear-Ends DART Bus	WHOTV.com	Website	153,821	Negative	Accident
29-Jun-18	Project Fresh to expand distribution sites for free produce - Business Record	Business Record	Website	10,823	Positive	DMARC Mobile Food Pantry
29-Jun-18	No DART service on Independence Day	Iowa Patch.com	Website	4,382,832	Neutral	Holiday service

**MONTHLY REPORT**  
**11B: External Affairs**



29-Jun-18	Cooling centers are open today to protect from extreme heat	KCCI Channel 8	Website	231,423	Neutral	Heat advisory
10-Jul-18	Local 5 News Midday	WOI-DM (ABC)	Broadcast	17,521	Positive	Hy-Vee Shuttle
10-Jul-18	Good Morning Iowa	WOI-DM (ABC)	Broadcast	9,312	Positive	Hy-Vee Shuttle
9-Jul-18	Local 5 News at Ten	WOI-DM (ABC)	Broadcast	23,037	Positive	Hy-Vee Shuttle
9-Jul-18	Local 5 News at Five	WOI-DM (ABC)	Broadcast	6,832	Positive	Hy-Vee Shuttle
6-Jul-18	KCCI 8 News at Ten	KCCI-DM (CBS)	Broadcast	43,917	Positive	Hy-Vee Shuttle
6-Jul-18	KCCI 8 News at Six	KCCI-DM (CBS)	Broadcast	92,769	Positive	Hy-Vee Shuttle
<b>Total Reach</b>				<b>5,876,926</b>		

**News coverage by topic**



**Customer Experience – Alison Walding, Customer Experience Manager**

**Total Calls for June 2018**

- Schedule Information – 4,639
- Paratransit – 3,115
- Spanish Line – 10
- Receptionist – 390
- RideShare – 132

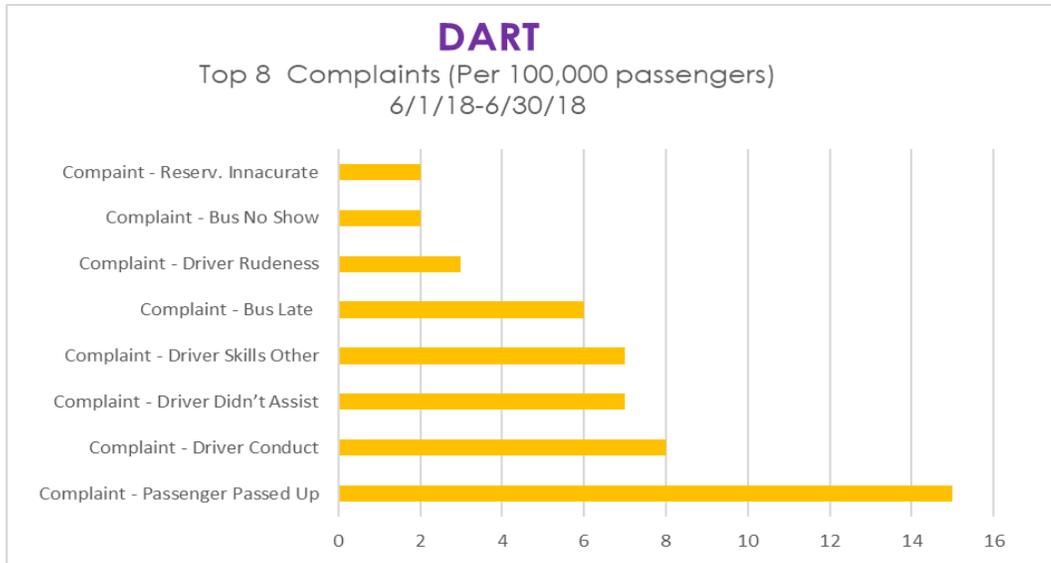
**MONTHLY REPORT**  
**10B: External Affairs**



**June 2018 Website Communication and Messages:**

- Bus Stop/Shelter Requests = 0
- Contact/Feedback Form = 48
- Voicemails = 123

**Top 8 Valid Complaints (per 100,000 passengers) as of June 30, 2018**



**RideShare**

Several DART RideShare vans located at Vermeer and in Marshalltown were damaged by the tornado outbreak on July 19. Staff responded to all of the damage notifications within 24 hours in order to replace those vans with drivable vehicles and to begin the insurance process for the incident.

**Mobility Coordination - June 2018**

Date	Training Location	Participants
6/5, 12, 19, 26	Fort Des Moines	58
6/7/2018	Open to Public, DART Central Station	7
6/13/2018	Urbandale English Language Learners	7
6/15/2018	Iowa Vocational Rehab Transition Students	24
6/19/2018	Beacon of Life	17
6/20/2018	Bridges of Iowa	7
6/21/2018	Iowa Homeless Youth Shelter	16
6/22/2018	Fresh Start Women's Center	2
6/25/2018	Prelude Behavioral Health	18
6/26/2018	USCRI	9
6/27/2018	House of Mercy	11
6/28/2018	Broadlawns Integrated Health Home team	29
6/28/2018	Veterans Affairs	7
	<b>Total Connections:</b>	<b>212</b>



**Planning – Luis Montoya, Planning and Development Manager**

- **August Service Change:** As mentioned above, planning staff are working to implement several major service changes, effective August 19.
- **Hy-Vee Shuttle:** Due to flooding at its Harding Hills store, Hy-Vee has contracted with DART to provide shuttle service between Harding Hills and its East Euclid store to transport Harding Hills residents for their grocery and pharmacy needs. The shuttle will run from 9 a.m. to 5 p.m. seven days a week starting Monday July 9.
- **Windsor Heights Wal-Mart Bus Stop Improvement:** Staff are working with representatives from the City of Windsor Heights and Wal-Mart to design improvements to the bus stops at that location. DART received a federal grant for the improvements that expires at the end of this year.
- **Long-Term Shelter Plan:** Staff are preparing a long-term shelter plan that identifies potential future locations for shelters, funding needed, and an implementation timeline.

**Business and Community Partnerships – Matt Harris, Business and Community Partnerships Manager**

- **New manager:** Matt Harris joined DART mid-July as the Business and Community Partnerships Manager. Matt comes to DART with extensive experience in fundraising and state government. The Business and Community Partnerships Manager is responsible for creating new partnerships that increase revenue and/or expand transit access in the community.
- **Business development:** DART's business partnerships coordinator attended several events and continues to meet with area employers to discuss transportation opportunities, including:
  - Finalized contract renewals with UnityPoint and Nationwide
  - Met with PurFoods in Grinnell to sign up employees for RideShare
  - Held discussions with Windsor Windows and American Packaging regarding transit partnerships
  - Attended Iowa Workforce Development's refugee/immigrant job fair at Polk County Riverplace
  - Working with Caremore Health on a shelter partnership



# MONTHLY REPORT



11C:	Procurement
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*Staff Resource: Mike Tiedens, Procurement Manager*

**Upcoming Procurements:**

**Window Washing Services – DART Central Station** – DART is seeking a Contractor to provide window washing services at DART Central Station. Services will include but not be limited to cleaning all interior and exterior windows on a quarterly basis. Also included is the rinsing and wiping dry all surfaces, including frames and sills. Photovoltaic solar panels are also included for quarterly cleaning.

- Invitation for Bid to be published in August 2018

**Administrative Vehicle** – DART is seeking quotes from a certified automobile dealer to provide one plug in electric vehicle to be used by administrative staff. The vehicle will replace the 2009 Toyota Prius that is scheduled to come out of service due to meeting its useful life.

- Request for Quotes published in July 2018

**Contracts and Task Orders Approved Recently:**

**Transportation Management & Design, Inc. (TMD), On-Call Planning Services Contract**

- Bi-annual Customer Satisfaction Survey – Provide services to develop and conduct DART's bi-annual customer satisfaction survey. Work includes, but is not limited to:
  - Design a survey instrument
  - Develop a sampling plan
  - Conduct survey across all DART services
  - Provide summary, crosstabs, maps, and analysis to DART
    - Task order was approved for the Amount Not to Exceed \$46,983 with subcontractor ETC

**Transportation Management & Design, Inc. (TMD), On-Call Planning Services Contract**

- Bi-annual Non-Rider Survey – Provide services to develop and conduct DART's bi-annual non-rider survey. Work includes, but is not limited to:
  - Assess current transit services and barriers; the survey will gather data about non-riders to understand barriers
  - Develop a sampling plan
  - Conduct survey through cover letters and print mail
  - Conduct data entry
  - Provide summary, crosstabs, maps, and analysis to DART
    - Task order was approved for the Amount Not to Exceed \$58,848 with subcontractor ETC

**Future Procurements:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Bus Wash</li> <li>• Employment/Staffing Services</li> <li>• Uniforms</li> </ul> | <ul style="list-style-type: none"> <li>• Shop Drains</li> <li>• Printing Services</li> <li>• Financial Advisory Services</li> </ul> |
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## MONTHLY REPORT



11D: Chief Executive Officer

*Staff Resource: Elizabeth Presutti, Chief Executive Officer*

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- **DART Executive Committee:** The DART Executive Committee met on Friday, July 20, 2018. The discussion items presented during the meeting included:
  - An update on the 1100 DART Way facility activities
  - DART long-range planning and comprised of updates on DART's upcoming planning activities, the DART Bus Shelter Program and the upcoming Funding workshop
  - A notification from PERB regarding the DART's ATU Labor Union
  - A closed session to review the CEO annual performance evaluation which will be discussed in closed session at the August 7 Commission meeting.

The next DART Executive Committee meeting is scheduled for Friday, August 17, 2018 at 8:00 a.m.

- **DART Funding Discussion:** As part of our long-range planning efforts, we have engaged Scott Raecker from The Ray Center at Drake University and Matthew Mitchell with Bâton Global LLC to assist with the facilitation of the funding workshop. The Funding Workshop, is scheduled for Friday, August 31, 2018 and will be held at The Ray Center.

In preparation for the workshop, DART staff did meet with the local City Manger's on July 18, 2018 during their regular monthly meeting. At the meeting, we gathered feedback on potential funding options and their feasibility.



## FUTURE DART COMMISSION ITEMS



### FUTURE AGENDA ITEMS:

September 4, 2018 – 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> <li>• DART/DMARC Mobile Food Pantry Partnership</li> <li>• Long-range planning</li> <li>• Grant updates</li> </ul>
October 2, 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Grant Amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Legislative Priorities</li> <li>• Mobility Coordinator Quarterly Update</li> </ul>
November 6, 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Legislative Priorities</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2020 DART Budget Calendar</li> <li>• Quarterly Investment Report</li> <li>• Quarterly Safety Report</li> </ul>

### Other Future Agenda Items:

- Safety Management System

### Upcoming DART Meetings:

- DART Executive Committee - Friday, August 17, 2018 at 8:00 am
  - Location - DART Central Station
- DART Funding Workshop - Friday, August 31, 2018 at 7:30 am
  - Location – The Robert D. and Billie Ray Center – Drake University



## CLOSED SESSION



<b>14:</b>	<b>Closed Session – Chief Executive Officer Performance Review</b>
<b>Action:</b>	<b>The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subparagraph i of the Iowa Code.</b>

**Staff Resource:** *Elizabeth Presutti, Chief Executive Officer*

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### Background:

- In order to adjourn for a closed session, an affirmative vote must be taken of the Commission of either two-thirds of the commission or all of the members present at the meeting.

### Procedures for Closed Session at Commission Meetings:

1. The Chairman asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:  

“I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.”
3. Motion is seconded.
4. Roll Call Vote is taken.
5. All visitors leave the room.
6. A special tape must be recorded and kept by the commission clerk for a period of one year of the closed session.
7. No action may be taken in a closed session.
8. The Chair will adjourn the closed session when discussion is over.
9. The Chair will state for the record that no action was taken during the closed session.
10. Action may be taken at this time on any discussion made in the closed session.

### Closed Session:

- The Commission will discuss Chief Executive Officer performance and consider approving a compensation level adjustment for the Chief Executive Officer.